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Prioritising library resource list materials - guidance notes for departments

Your students will benefit from a structured reading list which makes it clear what reading they are expected to do in preparation for your teaching. This document aims to offer guidance for module leaders and suggests terminology that can be used when preparing reading lists, and communicates what the library aims to provide in this regard.

To recommend books for purchase complete the [book recommendation form](#).

1. Class Books

Titles required to be used by every student in formal teaching situations including classrooms, lecture theatres, laboratories and studios.

It is expected that these will be provided by the department, or purchased individually by the student in accordance with departmental policy. This will represent a very limited number of titles, and many modules will have no items in this category.

The University Library may provide limited additional copies of such titles in support of departmental provision, where appropriate.

2. Key Reading

Books that students are expected to read, but access to which is not required during formal teaching sessions.

Publishers offer a variety of models for the provision of electronic textbooks. Before including titles on your reading list, please talk to the librarian for [your department](#) for advice on which options are appropriate for your teaching. Staff are strongly encouraged to include alternative titles to offer further options if students experience any difficulty in accessing copies of the main text.

The University Library will make provision of such books for loan or reference, with ebooks being given preference to multiple print copies, dependent on price and module cohort size.

3. Wider Reading

Books which, while not essential, will help to broaden a student's understanding of the topic, but it is not expected that any individual student should read all such items.

The University Library will make provision but not at the same level as for titles designated as key reading.